



**Empire State  
Development**

## **ADDENDUM I**

# **Discretionary Procurement for Administrative Law Judges who are Certified as Either a New York State Minority or Women Owned Business or Service Disabled Veteran Owned Business**

**Issued: January 30, 2023**

**IMPORTANT NOTICE:** A restricted period under the Procurement Lobbying Law is currently in effect for this Procurement and it will remain in effect until approval of the Contract. Potential and actual respondents are prohibited from contact related to this procurement with any New York State employee other than the designated contacts listed below (refer to: Section X – ii).

Designated Contacts for this RFQ:

Primary Contact: Ralph Volcy  
Secondary Contact: John Discolo

All contacts/inquiries shall be made by email to the following address:

[ALJRFQ@esd.ny.gov](mailto:ALJRFQ@esd.ny.gov)

This RFP is posted on the Empire State Development website:

<https://esd.ny.gov/doing-business-ny/requests-proposals>

### **MWBE & SDVOB Subcontractor Interest**

New York State certified Minority- and Women-Owned Businesses (MWBEs) and Service Disabled Veteran Owned Businesses (SDVOBs) may request that their firm's contact information be included on a list of MWBE and SDVOB firms interested in serving as a subcontractor for this procurement. The listing will be publicly posted on ESD's website for reference by the bidding community. A firm requesting inclusion on this list should send contact information and a copy of its NYS MWBE or SDVOB certification to [ALJRFQ@esd.ny.gov](mailto:ALJRFQ@esd.ny.gov). Nothing prohibits an M/WBE Vendor from proposing as a prime contractor.

Applications must be sent to the designated Dropbox:

<https://www.dropbox.com/request/914EkDZDZTno6skmj2d>

**Submission Deadline: Friday, February 3, 2023 by 5:00 PM EST**

## Insurance Requirements

The selected Bidder will be required to provide the following insurance (at a minimum and to the extent applicable):

- Commercial General Liability of \$1 million per occurrence and \$2 million in the aggregate;
- In the event that you are using a vehicle in business, Commercial Automobile insurance with a limit of not less than \$1 million;
- Must show evidence of Worker's Compensation & Employer's Liability insurance at State statutory limits;
- Must show evidence of Disability insurance coverage at State statutory limits;
- Professional Liability (Errors & Omissions) - \$1 million to \$5 million

NYS Urban Development Corporation d/b/a Empire State Development (ESD) must be named as additional insured on a primary and non-contributory basis on all of the following policies: Commercial General Liability and Auto Liability. All policies above should include a waiver of subrogation in favor of ESD.